

8.2.2 REPORT FILING FOR ALL OFFICER INVOLVED FIREARMS DISCHARGE AND IN-CUSTODY DEATH INCIDENTS

Revised November 8, 2017

8.2.2.1 OFFICER RESPONSIBILITIES

Revised November 8, 2017

Officers shall complete all original reports in the Homicide Office and give them directly to a Homicide Detective or the detail secretary unless otherwise directed by Homicide personnel. Officers shall file these reports prior to end of watch unless otherwise directed by a Homicide Supervisor or Homicide Detective. Officers directly involved in an OIS or ICD shall not leave the Homicide Office until approved by the Homicide Supervisor.

Every officer who responds to an incident that results in an officer involved firearms discharge or in-custody death shall file a police report documenting the following:

- 1) Role and assignment/duties, including length of time at assignment;
- 2) Location of response,
- 3) If relieved, indicate the officer's name that provided relief.

8.2.2.2 SERGEANT AND LIEUTENANT RESPONSIBILITIES

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Any sergeant or lieutenant who responds to an incident that results in an OIS or ICD shall file a police report to document his or her role and the decision-making process related to the command and control of the incident. The report should include the name of the sergeant or lieutenant that provided relief.

8.2.2.3 COMMAND OFFICER RESPONSIBILITIES

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In general, command officers are not required to file a police report unless they assume command of an incident or give orders or direction that results in employees taking action. This does not include providing recommendations, insight or experience that may aid those running the incident.

8.2.2.4 WORKERS COMPENSATION DOCUMENTATION

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In all cases where an officer discharges their firearm at a person in a hit, or no-hit OIS, a Homicide Supervisor will complete a "Record ONLY Workers Compensation" entry into the City's Workers Compensation database system; this should be input within 24 hours. If the employee files a future claim, this provides the documentation that the employee was involved in a traumatic incident.